



CHECK YOUR TMs/IETMs FOR:

- **TM scheduling.** Scheduling should be your first step! JCALS TM Index reviews or AMC Form 1217 (scheduling TMs) & DA Form 260 (printing request) are NOT to be done at the same time!
- Completed matrixes from MIL-STD-40051-1 or MIL-STD-40051-2, Appendix A. For IETMs, remember to fill out both content matrix and functionality matrix. Serves as foundation to build your TM. Provides quick reference for required content, TM structure, and required functionality (IETMs). Editable version of matrixes available at LOGSA website (see Getting Copies below).
- Complete PMCS to include lubrication instructions and all the required columns (Item, Interval, Man-Hours, Item to be Checked, Procedure, and Equipment Not Ready/Available If)
- Complete Operator/Maintenance Procedures. They have:
 - ✓ Necessary detail (e.g., required tools, number of people, etc.) for novice to perform
 - ✓ All necessary warnings (injury to people) and cautions (damage to equipment)
 - ✓ Initial setup information
 - ✓ All MAC functions covered in maintenance procedures
 - ✓ For IETMs, parts data linked where they are called out in procedure (both text and graphics) to the parts information
- Correct Front Matter in the right order. Page-based (Cover, Warning Summary, Change Transmittal as applicable, List of Effective Work Packages, Title Block Page, Table of Contents, How to Use this TM Info). Frame-based (CD Content Frame, Revision Summary Frame, as applicable, IETM Identification Info Frame, IETM Contents Frame, How to use this IETM)
- Proper distribution statement and notices on cover
- Complete Table of Contents (all chapters and work packages listed)
- Proper numbering for work packages, paragraphs, procedures, tables, figures, etc.
- Complete RPSTL data
- Complete, legible graphics
- For IETMs, links go to correct information. For page-based manuals, all references are to correct information.
- For IETMs, navigation (back, next, etc.) works correctly
- For IETMs, warnings, cautions, and notes have to be acknowledged.
- For IETMs, complete installation instructions to include operation of TM with and without internet connectivity, operation from CD, operation from hard drive, operation from LAN, and uninstall instructions.

GETTING COPIES

Copies are available at the following websites:

<http://assist.daps.dla.mil/quicksearch> (all military specs/stds/hdbks/DIDs)
<http://www.logsa.army.mil/pubs.htm> (LOGSA prepared pubs)
<http://www.amc.army.mil/amc/ci/pubpage.html> (Policy documents)

Any questions, call DSN 645-0852 or COM (256) 955-0852



Still Need Help?

SPECs/STDs/POLICY/TMs

Specs/Std Issues: 256-955-0852
 AMCOM/SBCCOM POC: 256-955-9852
 CECOM POC: 256-955-0852
 TACOM/ARDEC POC: 256-955-9889
 DSN – 645-XXXX
 E-MAIL: tmss@logsa.army.redstone.mil

ETM MATTERS

256-955-0809
 DSN 645-0809
 1-800-270-1409
 E-MAIL:
logetm@logsa.redstone.army.mil

FAX NUMBER FOR ALL:
 DSN 645-9850 OR
 COMMERCIAL: (256) 955-9850

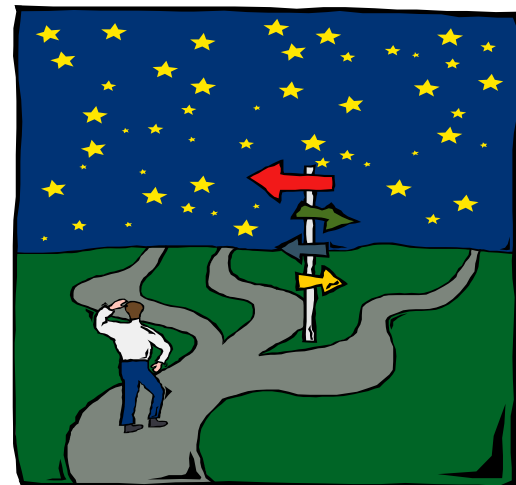
? FAQ ?

We now have answers to frequently asked questions available at:
http://www.logsa.army.mil/pub/faq_index.htm

This pamphlet is courtesy of the Technical Publications Division, Logistics Support Activity.



**LOOKING FOR
DIRECTION FOR
PREPARING TMs?
DON'T KNOW WHICH
WAY TO GO?**



**THERE IS LOTS OF
INFORMATION
INSIDE.
CHECK IT OUT!**

JANUARY 2005

USAMC LOGSA



DOCUMENTS APPROVED FOR USE IN PREPARATION OF ARMY TMs

HANDBOOKS

DOCUMENT #	EFFECTIVE DATE	SUBJECT
*MIL-HDBK-511	15 MAY 00	IETM Interoperability
*MIL-HDBK-503	19 SEP 97, Chg 1, Chg 2, Chg 3	Hand Receipt Manuals
*MIL-HDBK-1221	28 AUG 95, Chg 1, Chg 2, chg 3	Commercial Off-the-Shelf Manuals
*MIL-HDBK-1222C	15 OCT 04	Work Package Style & Format
MIL-HDBK-2361B	15 OCT 04	Digital Publications
MIL-HDBK-9660B	01 SEP 97	DOD CD-ROMs
MIL-HDBK-38790	24 FEB 97, Val Not 1	Printing of Manuals

STANDARDS

DOCUMENT #	EFFECTIVE DATE	SUBJECT
*MIL-STD-334B	20 APR 98, Chg 1	Messages for Automatic Test Equipment
MIL-STD-1840C	26 JUN 97	Tech Info Interchange
MIL-STD-2361C	15 OCT 04	Digital Publications
*MIL-STD-3008A	09 SEP 02	GCSS-A
MIL-STD-38784	02 JUL 95, Chg 1, Val Not 1	Style & Format of Manuals
*MIL-STD-40051B	31 JAN 03	TM/Electronic TM Preparation
	Inactive for New Design (Existing pubs only)	
MIL-STD-40051-1	15 OCT 04	Preparation of IETMs
MIL-STD-40051-2	15 OCT 04	Preparation of Page-based TMs (PDF or paper)

MISCELLANEOUS PUBS

DOCUMENT #	EFFECTIVE DATE	SUBJECT
*AMC Suppl 1 to AR 25-30	15 JUL 93	Publications Program (Scheduling/Rescission Info)
*AMC-P 25-31	15 NOV 91	TM Verification Plans
*AMC-P 25-32	01 OCT 93	TM Contract Packages
*AMC-P 25-35	18 AUG 98	TM Contracting Guide
*DI-TMSS-80527A	21 MAY 97	Commercial Off-the-Shelf Manuals & Supplemental Data

NON-GOVERNMENT STANDARDS

DOCUMENT #	EFFECTIVE DATE (OR # OF PUBS)	SUBJECT
ISO 8632	1999	Computer Graphics
ISO 8879	04 JAN 88	Standard Generalized Markup Language (SGML)
ISO 9000	17 Apr 2001	Quality Management System (QMS) - Fundamentals & Terms
ISO 9001	17 Apr 2001	QMS - Requirements
ISO 9004	17 Apr 2001	QMS - Performance Improvements
ISO 9660	03 AUG 96	CD-ROMs

DETAILED SPECIFICATION

DOCUMENT #	EFFECTIVE DATE	SUBJECT
MIL-M-82376B	30 MAR 90, Val Not 1	Oper & Maint TMs for Training Devices

PERFORMANCE SPECIFICATIONS

DOCUMENT #	EFFECTIVE DATE	SUBJECT
MIL-PRF-9854C	29 NOV 96, Amd 1	Aircraft Repair TMs
MIL-PRF-28000B	20 SEP 99	Communication of Product Data
MIL-PRF-28001C	02 MAY 97	Electronic Output
MIL-PRF-28002C	30 SEP 97	Raster Graphics
MIL-PRF-28003B	30 APR 00	Digital Illustration Data Presentation
MIL-PRF-38793B	06 FEB 97	Calibration TBs**
*MIL-PRF-49501A	11 OCT 96, Val Not 1	Daily Preventive Maintenance Checks & Services Checklists
*MIL-PRF-49503B	17 JUL 97, Amd 1	Test Program Sets Style & Format
*MIL-PRF-63002H	05 JAN 99	Modification Work Orders (MWOs)
*MIL-PRF-63003B	20 APR 98, Amd 1	Battle Damage Assessment & Repair (BDAR) TMs
MIL-PRF-63005D	31 JUL 96, Amd 1	Shipment of Aircraft TMs
*MIL-PRF-63010C	25 APR 02	Standard Generator Set TMs
*MIL-PRF-63012B	20 APR 98, Amd 1	Ammunition Depot Maintenance Work Requirements (DMWRs)
*MIL-PRF-63013E	17 JUL 97, Amd 1	Supply Catalogs (SCs)
*MIL-PRF-63017C	3 MAY 04	Ammunition Data Sheets
MIL-PRF-63029E	31 JAN 02	Aircraft Operator TMs
*MIL-PRF-63033B	17 JUL 97, Amd 1	Demilitarization of Surplus Equipment
*MIL-PRF-63034B	20 APR 98, Amd 1	Warranty Technical Bulletins (TBs)**
*MIL-PRF-63042D	20 APR 98, Amd 1	Destruction to Prevent Enemy Use
*MIL-PRF-63045B	17 JUL 97, Amd 1	Depot Test Measurement & Diagnostic Equipment (TMDE) Manuals
MIL-PRF-87158B	05 NOV 96, Amd 1	Aircraft BDAR Manuals

TIPS AND HELPFUL HINTS

- Send LOGSA copies of your Statements of Work to review. We can help you make sure you haven't missed anything and save you MONEY and headaches down the road!
- Send LOGSA copies of your draft IETMs. We can help you with MIL-STD-40051 compliance and save you time, money, and problems when it comes time to verify.
- List of Effective Pages - Guidance is available in MIL-HDBK-1222 & from LOGSA electronically.
- When contracting for TMs, be sure to state in your contract that data will be owned by Government. It will cost more money to buy it later. [See AMC-P 25-32 for helpful TM contracting information.](#)
- CD Face & Flyleaf guidance is contained in MIL-HDBK-1222.
- For other than IETMs, you must provide LOGSA a Portable Document Format (PDF) file before your TM will be published. A copy of the IETM must be provided to LOGSA in lieu of PDF before the IETM will be replicated.
- If your system has a large number of TMs associated with it, convert the TMs to MIL-STD-40051 format as they require revisions. DO NOT WAIT AND CONVERT ALL OF THEM AT ONCE. WAIVERS WILL NOT BE GRANTED ON THIS BASIS ALONE.
- For IETMs, remember that USABILITY is as important as TECHNICAL ACCURACY. Accuracy/completeness won't mean much if the user can't access the information.
- National Maintenance Work Requirements (NMWRs) are prepared to MIL-STD-40051 and contain the same content as Depot Maintenance Work Requirements (DMWRs).
- MIL-STD-40051 replaces/consolidates MIL-M-49502, MIL-M-63004, MIL-M-63014, MIL-PRF-63015, MIL-PRF-63016, MIL-M-63030, MIL-M-63036, MIL-M-63038, MIL-M-63041, MIL-STD-335, and MIL-STD-361. These documents were canceled and cannot be cited in contracts.



IF A DOCUMENT IS NOT LISTED HERE, YOU MUST OBTAIN A WAIVER FROM LOGSA TO USE IT!

* Indicates publication is prepared by LOGSA.

** TBs other than warranty or calibration TBs should be prepared using MIL-STD-40051 or MIL-STD-38784 as a guide.